

Maintenance Memorandum

Date: January 17, 2002

Subject: State Trunkline Maintenance Contract - Salt Purchase

Appendix A of the State Trunkline Maintenance Contract requires that the Counties, not currently purchasing their salt from the DMB contract, submit salt purchasing data by January 31 of each year. Attached to this memorandum is a sample reminder letter that should be sent out by each Region to their contract counties as soon after the first of the year as possible. A spreadsheet in Quattro Pro, Excel and Lotus is being sent to each of you by e-mail.

Each of your counties, not currently purchasing their salt from the DMB contract, must submit their salt purchasing data to you by January 31 of this year. If you use the sample letter in 2002, please do not include the line in italics. In future years this line should be included.

If you have any questions, please contact Bard Lower at 517-322-3332 or lowerb.

Calvin Roberts
Engineer of Maintenance
(Signature on File)

Attachment

“Sample Bulk Salt Purchase Letter” January 14, 2002; 1 pg.

Maintenance Memorandum

January 14, 2002

SAMPLE

To each County

Dear Sir:

If you plan to purchase bulk road salt outside the Department of Management and Budget Process, please report the unit prices, in accordance with Section 7 of the State Trunkline Maintenance Contract and Appendix A, paragraph E, before January 31. Please report this information to me for each drop point where you received salt for use on the State Trunkline System. This reporting requirement only applies to salt purchased outside the Department of Management and Budget Process. The data for this report should include all salt purchased and delivered between August 1, 2000 and April 1, 2001. Include verifiable documentation for all salt purchases. Please advise me if you already intend to purchase bulk road salt through the Department of Management and Budget Process. *If we don't receive your response on or before January 31 you will be required to purchase salt for next season using the Department of Management and Budget Process.*

We have enclosed a disk with a spreadsheet to assist you in making this report. The spreadsheet is saved in Quattro Pro 9, Excel and Lotus to accommodate your standard programs. Please complete the following columns:

Storage Site Name

Address (The complete street address of the storage site)

GPS Data (Longitude and Latitude, if available)

Delivered Unit Cost F.O.B. (Use either a single price or dual price as appropriate for your purchases)

Delivered Volumes (If you received a single price report only the total volume)

Additional Cost/ton (If you received salt at a central site such as a dock and transported it to a storage site)

The Michigan Department of Transportation (MDOT) will complete the remainder of the table and return the completed table to you with our recommendation before March 1.

Please contact your MDOT Maintenance Contract Administrator if you have any questions.
Thank you.

Sincerely,

Region Engineer